

## Civil Filing Form Instructions

The Civil Case Filing Form and the appropriate computer file of the form may be accessed via the AOC website at <http://www.mssc.state.ms.us>. If one uses the Civil Case Forms Macro, the form may be filled in onscreen and then printed. The filled-in form cannot be saved to disk; however, the blank macro form may be saved to disk and used to fill in forms without the necessity of accessing the AOC web site.

Once the form has been completed by the attorney and submitted to the Clerk of Court, the Clerk will enter the docket number onto the form and make one copy for the attorney's file and one copy for the Court file. Clerks using SCATS will refer to the form to enter the appropriate information into SCATS. Those not yet using SCATS will forward a copy to the AOC. Upon disposition (see below), Clerks using SCATS will perform a batch submission via SCATS; clerks' offices not yet using SCATS will complete the Civil Case Disposition Report and forward to the AOC. Upon disposition, if applicable, Child Support Information Sheets shall be sent to the AOC.

### Attorney Check List

The following *must* be entered on the Civil Case Filing Form prior to being accepted by the Clerk for filing:

#### Basics

- \_\_\_\_\_ County
- \_\_\_\_\_ Judicial District (if applicable -- *not* chancery or circuit district)
- \_\_\_\_\_ Court (chancery, circuit, or county)
- \_\_\_\_\_ Party filing initial pleading: Name of party and, if represented by/an attorney, Bar number
- \_\_\_\_\_ Compensatory/punitive damages sought (if applicable)
- \_\_\_\_\_ Primary Nature of Suit (domestic relations, probate, etc.)
- \_\_\_\_\_ Secondary Nature of Suit (divorce-fault, testate estate, etc.)

#### Plaintiff

- \_\_\_\_\_ Last name, first name, middle name, suffix (Jr., III, etc.), *or*
- \_\_\_\_\_ Entity (business, corporation, state agency, etc.), *or*
- \_\_\_\_\_ Estate (enter capacity of filer: administrator, executrix, etc.)
- \_\_\_\_\_ Address of Plaintiff (physical address; i.e., street address)

#### Defendant

- \_\_\_\_\_ Last name, first name, middle name, suffix (Jr., III, etc.), *or*
- \_\_\_\_\_ Entity (business, corporation, state agency, etc.), *or*
- \_\_\_\_\_ Estate (enter capacity of defendant: administrator, executrix, etc.)
- \_\_\_\_\_ Attorney for Defendant (if known) and applicable information

#### Child Support

- \_\_\_\_\_ In accordance with Federal Social Security Act Title IV-D, §§ 454(2)(A) and 454A(e)(4), and Miss. Code Ann. §43-19-31 (l)(iii) (Supp. 2000), cases wherein child support is sought must provide name, date of birth and Social Security number of all parties to the case to the State's repository for this information (in Mississippi, the Department of Human Services). *If child support is contemplated* at the time of filing the initial pleading, filing party must complete Child Support Information Sheet. Initial pleadings wherein child support is contemplated must include this sheet prior to the clerk's admitting the pleadings for suit; if, at any time after filing initial pleadings, child support becomes an issue and this sheet has not been submitted as part of the Court file, attorney for Plaintiff shall provide the completed form for the Court's file. Any information not provided at the time of filing, but discovered at a later time up to disposition of the case, may be reflected in a more complete form being filed with the clerk's office for the court file. The Child Support Information Sheet shall be submitted by the clerk to the AOC along with the disposition form (see below), or at the time of electronic transmission of disposition information to the AOC. (*Note: Those clerks using SCATS may enter the information from this form into SCATS at any time during the life of the case; in other words, if you receive this form with the initial pleadings in a case, you may enter child support information at the same time you enter case filing information – simply because it's at your fingertips at that time, and precludes the necessity of looking through the file upon disposition.*)

#### Civil Case Disposition Form

This form is the responsibility of the Clerk's office in each county upon disposition of cases. (Those Clerks whose offices are using SCATS need not complete a hard copy of this form, since your next batch submission will be automatically updated with the disposition information. However, the Child Support Information Sheet should be sent regardless of whether the SCATS system is used or not).